THE FINANCIAL AID AND AWARDS OFFICE

NEWSLETTER

Volume: 1

August 28, 1995

Welcome to new students and welcome back to returning students. The staff of the Financial Aid and Awards Office hopes that you had a terrific summer.

Returning students will notice a few changes to the LB-085 reception area. We made these changes in response to your suggestions and hope to be able to provide you with more comfortable space.

This newsletter will be published every two weeks throughout the year. To keep up-to-date about financial aid and awards topics, deadlines for applications, and general information about our services, pick up copies from the Financial Aid and Awards Office, from other Student Services areas, or at the Information Desk in the Hall Building. The text from the newsletter is available on gopher.

In this Issue:

- Full-time status for loans and bursaries.
- Completing the Declaration of Actual Situation (DAS) form.
- What services are offered by the Financial Aid and Awards Office?

Full-Time Status
Quebec Loans & Bursaries

The definition of full-time status for financial aid purposes is as follows:

Undergraduate Students:
You must be registered in 12 credits each semester, this means 12 credits in the summer (if applicable), 12 credits in the fall and 12 credits in the winter.

You cannot combine credits from the fall and winter. For example, you will not be eligible for financial aid if you take 9 credits in the fall and 15 credits in the winter (even though this adds up to 24 credits for the year).

The credits for full-year courses are usually equally divided between the fall and winter semesters. This means that a 6 credit full-year course counts for 3 credits in the fall and 3 credits in the winter.

Graduate Students:
You are admitted to your department as either a full-time or part-time student. Verify with your department if you are unsure of your status.

As long as you are considered to be a full-time student by your academic department, you will be considered as a full-time student for financial aid.

For full-time status regulations for other provinces, check with our Service Counter.

As you may know, you have to be registered as a full-time student in order to be eligible to receive loans and bursaries. Your full-time status is **not** verified by the Direction générale de l'aide financière aux étudiants when you apply for loans and bursaries, **your status is verified by the Financial Aid and Awards Office each time before your loan and/or bursary is disbursed to you.**

Completing the DAS Form

The Declaration of Actual Situation form (DAS) serves to update your file with the Direction générale de l'aide financière aux étudiants (DGAFE). In this form, you will indicate any changes to your file and this will allow the DGAFE to determine if you are eligible to receive any additional financial aid.

When you receive your loan certificate, the DAS form will be stapled to your loan along with an instruction sheet from our office. The deadline date for returning your DAS form to the DGAFE is indicated on the first sheet of your DAS form. Further disbursements of financial aid will not be made to you unless you return the DAS form.

If you have any questions about completing the DAS form, drop by the Financial Aid and Awards Office for assistance.

What Services are Offered by the Financial Aid and Awards Office?

The Financial Aid and Awards Office assists students and prospective students in seeking and securing financial assistance to enable students to pursue their scholastic objectives.

Student financial assistance is available in various forms, such as government financial aid, usually as student loans and bursaries, University scholarships and bursary programmes, on-campus work opportunities through the University Work Study Programme, corporate scholarship programmes and more.

The staff in the Financial Aid and Awards Office is available to explain eligibility requirements and application procedures. Students are encouraged to plan their personal budgets well in advance, as the processing of government student financial aid applications requires two to three months.

Government Loans & Bursaries

The major sources of funding for most students are the provincial and federal student loan programmes. Students apply to the province where they "last resided for 12 consecutive months without studying full-time". For help in determining which province you should apply to or to obtain an application, contact our office.

Undergraduate Awards Programme

A number of scholarships and bursaries are available from the University, private donors, the government and various agencies. The Financial Aid and Awards Office Handbook contains detailed information on the awards available.

Short-term Loans

Emergency Loans and Temporary Loans are available at the Financial Aid and Awards Office for short-term periods. These loans are issued to Undergraduate and Graduate, full-time and part-time students at Concordia University. For further information or for an appointment, contact the Financial Aid and Awards Office.

Tuition Deferrals

You may request a deferral if you have received a confirmation of financial assistance from a government funding source but have not received your loan and are unable to pay your tuition fees by the required deadlines. The tuition deferral will secure your registration until you receive your loan. Contact the Financial Aid and Awards Office for further information.

Upon receipt of your fall loan, it is your responsibility to pay your fall tuition or risk the cancellation of your winter registration.

Work Study Programme

Work Study is a Financial Aid Programme funded by Concordia University. The intent of the programme is to give students an opportunity for career and/or life related experience, while at the same time meeting a portion of their financial need. Students are permitted to work up to 15 hours per week on a Work Study Project. For further information and an application, contact the Financial Aid and Awards Office.

Personal Budgeting / Debt Counselling

If you'd like some help preparing a budget or if you have some questions about how your loans will affect your future lifestyle, ask to make an appointment at the Financial Aid and Awards Office.

The Financial Aid and Awards Office Handbook: A Handy Tool!

Be sure to pick up your copy of the Financial Aid and Awards Office's Handbook for 1995 - 1996. It's full of information about awards and financial aid. It even has application forms to save you the trip!

Copies are available from the Financial Aid and Awards Office and on the Loyola campus in room AD-121.

Office Hours and Telephone Numbers

The Financial Aid and Awards Office is located at 1400 De Maisonneuve Boulevard West in rooms LB-185 and LB-085.

Office Hours:

LB-185

Monday - Thursday:	9 a.m. - 7 p.m.
Friday:	9 a.m. - 5 p.m.

LB-085

Monday - Friday:	9 a.m. - 5 p.m.

Telephone Numbers:
848-3522 (Information line)
848-3507

The next issue of the Financial Aid and Awards Office Newsletter will be available as of Monday, September 11, 1995.